



**BUCKSKIN HEIGHTS ROAD ASSOCIATION**

**2017 MINUTES**

**Board & Association Minutes with  
Summary of Board Membership**

**Buckskin Heights Road Association • 2016-17 Board Members (Status Jan 2017)**

<b>Name</b>	<b>Term &amp; Year Elected</b>	<b>Status</b>
Gonzalez, Robert, At Large* → Niesel, John†	1 <sup>st</sup> term 2015	Serving through Aug 2017
Hesson, Paul, President*	1 <sup>st</sup> term 2015	Serving through Aug 2017
Willette, Fr Don, Secretary†/At Large → Heese, Allan††	1 <sup>st</sup> term 2015	Serving through Aug 2017
Hartwig, Airn, Vice President	1 <sup>st</sup> term Aug 2016	Serving through Aug 2018
Stewart, Kevin, At Large	1 <sup>st</sup> term Aug 2016	Serving through Aug 2018
Weber, Sue, Treasurer	1 <sup>st</sup> term Aug 2016	Serving through Aug 2018

\* Indicates a board member whose 1<sup>st</sup> term is ending, but is eligible for a second 2-year term

† Niesel completed Gonzalez’ term; Niesel was elected Secretary, Willette became At Large

†† Heese subsequently completed Willette’s term, At Large

**Buckskin Heights Road Association • 2017-18 Board Members (Status July 2018)**

<b>Name</b>	<b>Term &amp; Year Elected</b>	<b>Status</b>
Hartwig, Airn, Vice President*	1 <sup>st</sup> term Aug 2016	Serving through Aug 2018
Stewart, Kevin, At Large*	1 <sup>st</sup> term Aug 2016	Serving through Aug 2018
Weber, Sue, Secretary*	1 <sup>st</sup> term Aug 2016	Serving through Aug 2018
Gaudio, David, Treasurer	1 <sup>st</sup> term Aug 2017	Serving through Aug 2019
Hesson, Paul, At Large	1 <sup>st</sup> term Aug 2015, 2 <sup>nd</sup> term Aug 2017	Serving through Aug 2019
Johnson, Darin, President	1 <sup>st</sup> term Aug 2017	Serving through Aug 2019

\* Indicates a board member whose 1<sup>st</sup> term is ending, but is eligible for a second 2-year term

**Buckskin Heights Road Association**  
**Meeting Minutes for January 2017**  
Tuesday, January 10, 2017  
Hesson's Residence, Otter Road

**ATTENDANCE**

Present: Airn Hartwig, Allan Heese, Paul Hesson, John Niesel, Kevin Stewart, Sue Weber

Absent: None

One community member was also present: Janine Buchal Brown

**CALL TO ORDER**

The meeting was called to order at 7:05 pm.

All active members were present.

Agenda for this meeting:

1. Treasurer's Report
2. 2017 Budget
3. Road Report
4. Community Water Tank Status Report
5. Membership Survey
6. Road Safety

**TREASURER'S REPORT**

Sue Weber explained that the 2016 Actual Ending Checking Balance of \$3914 includes the amount paid for the December 16 road grading (the check wasn't cashed until January).

Paul Hesson explained that the 2016 Actual Ending Checking Balance also includes the \$500 surplus that was remaining from the 2016 snow removal donations.

See attached for the Treasurer's Report for Fiscal Year 2016 with Proposed 2017 Budget.

**2017 BUDGET**

The Board discussed the effective use of funds for road maintenance in 2017. Per discussions from the previous Board meeting regarding the Advisory Committee's recommendations, and due to the time required to schedule the motor grader, the Board agreed to have JR (Jerry Campbell) perform grading on Otter Road below the gate. The goal is to have six gradings in 2017.

The Board also agreed to consider grading sections of road above the gate that are in need of maintenance, if grader availability and funds permit. Community input on the condition of interior roads would be appreciated.

If sections of the road are unable to be effectively graded by JR's box scraper, then the Board agreed that hiring the motor grader is also an option.

A motion was made to approve the Proposed 2017 Budget, as amended by discussion (attached). The motion passed.

Sue Weber asked for a volunteer to join resident Dave Guadio (CPA) to audit the Fiscal Year 2016 Data. Alan Heese volunteered to assist with the audit.

## **ROAD REPORT**

Airn Hartwig reported that prior to the December 16 grading, she and Kevin Stewart drove Otter Road to identify areas in need of immediate and future maintenance.

Prior to December 16, Andrew Michler was hired to use his equipment to clean out ditches along Otter Road.

The Board would like to schedule more frequent gradings, but the motor grader operators are hesitant to grade Otter Road during the winter months.

Paul Hesson reported that the Advisory Committee had not met since November's Board meeting.

## **COMMUNITY WATER TANK STATUS REPORT**

Alan Heese reported that the Fire Mitigation Committee is researching the feasibility of funding and installing a community water tank (underground cistern) for sole use as a water source for emergency responders. This water source would supplement the water from residents who have volunteered their cisterns as additional water sources.

The Fire Mitigation Committee is researching an accessible, legal location for the tank.

The Fire Mitigation Committee requests input from property owners and the Board regarding the placement of a community water tank for the sole purpose of providing water for fire suppression.

A motion was made to support the concept of a community water tank. The motion passed.

## **MEMBERSHIP SURVEY**

The Board discussed the contents of a membership survey, the purpose of which is to find out what the community is thinking, and what suggestions the community can offer.

Airn Hartwig volunteered to assemble the survey questions and to implement the survey, either via online, hardcopy or both.

## **ROAD SAFETY**

The Board discussed sections of Otter Road below the gate that might benefit from some type of re-grading or barrier to improve safety, primarily when road conditions are slippery. Options discussed were the placement of natural barriers, man-made barriers, or re-shaping of the road surface to minimize the down-side slope on the inside of sharp curves.

The Board agreed to ask the membership via the aforementioned Membership Survey if there are specific safety concerns with certain sections of Otter Road below the gate.

Paul motioned to adjourn the meeting at 9:10 pm. The motion passed.

Respectfully submitted,  
John Niesel, Secretary

# Buckskin Heights Road Association Treasurer's Report for FY2016

## With Approved 2017 Budget

### January 10, 2017

#### EXPENSE/INCOME SUMMARY

#### NOTES

A	B	C	D	E	F
Category	2015 Actual	2016 Approved Budget	2016 Actual	2016 Difference (Actual-Budget)	2017 Approved Budget
Bank Fees	\$0	\$0	\$6	\$6	\$10
Emergency Expense	\$0	\$0	\$1,200	\$1,200	\$0
Gate Maintenance	\$402	\$150	\$374	\$224	\$150
Grader Operator	\$5,933	\$5,334	\$7,860	\$2,526	\$10,000
Grant Expense	\$2,475	\$0	\$9,915	\$9,915	\$0
Insurance	\$1,126	\$1,150	\$1,155	\$5	\$1,200
Legal/Financial	\$70	\$100	\$22	(\$78)	\$50
Mailings	\$185	\$200	\$82	(\$118)	\$100
Miscellaneous	\$0	\$0	\$0	\$0	\$0
Road Base	\$13,065	\$20,000	\$15,647	(\$4,353)	\$15,000
Homeowner Road Base	\$0	\$0	\$2,095	\$2,095	\$0
Signs & Culverts	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$50	\$0	(\$50)	\$100
Other	\$0	\$0	\$0	\$0	\$0
<b>Expense Subtotal</b>	<b>\$23,255</b>	<b>\$26,984</b>	<b>\$38,356</b>	<b>\$11,372</b>	<b>\$26,610</b>
Dues & Late Fees	\$24,925	\$22,750	\$22,990	\$240	\$23,100
Emergency Donations	\$0	\$0	\$1,735	\$1,735	\$0
Interest	\$2	\$1	\$2	\$1	\$2
Grant Income	\$2,475	\$0	\$9,915	\$9,915	\$0
Remote Control Sales	\$274	\$96	\$128	\$32	\$100
Homeowner Road Base	\$0	\$0	\$2,095	\$2,095	\$0
Other	\$0	\$0	\$0	\$0	\$0
<b>Income Subtotal</b>	<b>\$27,675</b>	<b>\$22,847</b>	<b>\$36,865</b>	<b>\$14,018</b>	<b>\$23,202</b>
<b>Cash Flow Balance</b>	<b>\$4,420</b>	<b>(\$4,137)</b>	<b>(\$1,491)</b>	<b>\$2,646</b>	<b>(\$3,408)</b>

**Budgeted Grader Operator Expenditure**

The actual proportion of the \$25,000 total budgeted for grader operator and road base will be determined by the Board in response to road and weather conditions, with input from the road advisory committee

**Budgeted Road Base Expenditure**

Previous practice: 2016=53 15 ton loads of recycled asphalt @\$335, 2015=64, 2013=56, 2012=51, 2011=33, 2010=43, 2009=55, 2008=52

**Budgeted Dues Income**

Assumes 66 of 67 properties pay \$350 annual dues

#### ASSET SUMMARY

A	B	C	D	E	F
Category	2015 Ending Balance	2016 Budgeted Ending Balance	2016 Actual Ending Balance	2016 Difference (Actual-Budget)	2017 Budget Ending Balance
Checking Balance	\$5,370	\$1,233	\$3,914	\$2,681	\$506
Savings Balance	\$5,036	\$5,037	\$5,001	(\$36)	\$5,003
<b>Total Assets</b>	<b>\$10,406</b>	<b>\$6,270</b>	<b>\$8,915</b>	<b>\$2,645</b>	<b>\$5,509</b>

**Budgeted Checking Ending Balance...**

...for 2017 is the 2016 ending balance (\$3914) plus the net budgeted 2017 cash flow balance. The target should allow about \$50 for January mailings, plus \$300-500 margin of error.

Fiscal Year 2016 Data Respectfully Submitted for Audit by:

Fiscal Year 2016 Data Audited and Approved by:

Suzanne Weber, Treasurer September 2016-Present      Date

David Gaudio, BHRA Resident      Date

Paul Hesson, Treasurer September 2015-16      Date

Allan Heese, BHRA Resident      Date

**Buckskin Heights Road Association**  
**Meeting Minutes for March 2017**  
Tuesday, March 7, 2017  
Niesel Residence, Raccoon Ct.

**ATTENDANCE**

Present: Airn Hartwig, Paul Hesson, John Niesel, Kevin Stewart, Sue Weber  
Absent: Allan Heese

No community members were present.

**CALL TO ORDER**

The meeting was called to order at 7:07 pm.

Agenda for this meeting:

1. Treasurer's Report
2. Road Report
3. Community Water Tank
4. Membership Survey Results

**TREASURER'S REPORT**

Sue Weber explained that the FY2016 Audit was completed and approved with no changes.

See attached for the March 7, 2017 Treasurer's Report and audit report.

**ROAD REPORT**

Airn Hartwig reported that JR has been unavailable to do any grading due to other commitments. She will try to arrange for a motor grader to work Otter where possible in the next two weeks. She will contact Foster first, and if they are not available or not willing, then she will contact Road Runner Grading.

Sue Weber motioned to have Road Runner Grading provide a quote for a recommendation on how to best fix Otter Rd at the curves on the big meadow. This area of Otter is prone to washboard, as well as water and wind erosion. Road Runner Grading had previously discussed their recommendation on how to grade and treat the road. The motion passed.

Kevin Stewart motioned to identify a third-party consultant who would be qualified to provide a professional analysis for a long-term plan involving improvements and maintenance on our roads, and that the Board receive an estimate for such consulting service prior to employing their services. The motion passed.

## **COMMUNITY WATER TANK UPDATE**

Fire Mitigation Committee has identified locations for a proposed community water tank. The property owners of the locations are in agreement. To reiterate, the tank's sole purpose is to provide a source of water for fire suppression.

Members of the Buckskin Heights Road Association will be asked to vote on a change to the Buckskin Heights Road Association Bylaws to authorize the following:

*Section 7. Community Water Tank.* The Association shall be authorized to construct, operate and maintain a community water tank for fire suppression to promote the general welfare of the members of the Association.

- a. Funding for the construction, operation and maintenance of the project shall come entirely from private sources, not from Association funds.
- b. Liability insurance for the water tank will be included in the Association's policy at no additional cost to the Association.
- c. The Association is authorized to enter into an agreement for a suitable plot of land with a cost not to exceed one (1) dollar per annum. No additional costs are authorized.

Paul Hesson motioned to approve a mail-in ballot for a community vote on the Community Water Tank. The motion passed.

## **MEMBERSHIP SURVEY**

The Board discussed the results of the online membership survey. The primary takeaways were:

1. More emphasis on maintenance of interior roads.
2. More emphasis on grading.
3. Road base (mix of dirt, sand and small gravel) and recycled asphalt (RA) both have strengths. Whether RA or road base would be beneficial is dependent on exposure to the elements, grade (angle of incline), underlying features (exposed bedrock), etc.
4. The survey results have identified areas of concern, as well as topics that would benefit from further sharing of information between the Board and the Association membership.

Paul motioned to adjourn the meeting at 9:10 pm. The motion passed.

Respectfully submitted,  
John Niesel, Secretary

## Buckskin Heights Road Association Treasurer's Report

Sue Weber – March 7, 2017

1. **Checking account balance** to date = \$8,855.14  
**Savings account balance** to date = \$5,001.14  
    Pending Expenses = \$0.00  
    Pending Deposits = \$0.00  
    TOTAL = \$13,856.28
  
2. **2017 Dues to Date:** 19 of 67 properties (17 of 62 owners) are paid in full; 1 property owner partially paid; one property owner is longterm delinquent.  
Total Dues Income for 2017 to Date = \$6,495.00
  
3. **2016-17 Completed Property Sales:**
  - Walding foreclosure at 13328 Otter Rd sold to Glenn Heeney and Ann Dean on 3/10/16
  - Pettee property on 13312 Woodchuck sold to David & Janice Gaudio on 7/22/16
  - Queen property on 3820 Raccoon Dr sold to Julie & John Niesel (adjacent property) on 8/16/16
  - Mendell Property on 12724 Otter Rd sold to Chris & Samantha Tanner of Loveland CO on 9/26/16.
  - Mortenson property at 13000 Woodchuck was sold to Cole Deines on 10/31/16
  - Atwood property on Otter was sold to Jacob Aryan De Bes on 11/11/16
  - Croteau/Merlo property at 13735 Otter was sold to Susan J McNally & Jon A Miller on 3/1/17
  
4. **2017 Potential/Pending Property Sales:**
  
5. **January 2017 Membership Roster Changes:**
  
6. **FY2016 Audit:** Attached; completed and approved with no changes by David Gaudio and Allan Heese on 1/28/17.
  
7. **FY2016 Tax Filings:**
  - IRS Forms 1099-Misc and 1096 were filed in mid-January as required for contractors BHRA paid more than \$600 last year
  - IRS Form 1120H and Colorado C Corporation Form 112 were filed/sent on 3/7/17 for BHRA. No tax was owed, as usual.

# Buckskin Heights Road Association Treasurer's Report for FY2016

With Approved 2017 Budget

January 10, 2017

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<b>Cash Flow Balance</b>	<b>\$4,420</b>	<b>(\$4,137)</b>	<b>(\$1,491)</b>	<b>\$2,646</b>	<b>(\$3,408)</b>

**Budgeted Grader Operator Expenditure**  
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**Budgeted Road Base Expenditure**  
Previous practice: 2016=53 15 ton loads of recycled asphalt @\$335, 2015=64, 2013=56, 2012=51, 2011=33, 2010=43, 2009=55, 2008=52

**Budgeted Dues Income**  
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## ASSET SUMMARY

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Fiscal Year 2016 Data Respectfully Submitted for Audit by:

*Suzanne Weber* 1/11/17  
Suzanne Weber, Treasurer September 2016-Present Date

*Paul Hesson* 1/16/17  
Paul Hesson, Treasurer September 2015-16 Date

Fiscal Year 2016 Data Audited and Approved by:

*David Gaudio* 1/28/17  
David Gaudio, BHRA Resident Date

*Allan Heese* 1/28/17  
Allan Heese, BHRA Resident Date



To the Board of Directors  
Buckskin Heights Road Association  
P.O. Box 352, Masonville, CO 80541

## **Report on the Financial Statements**

We have audited the Bank Statements, Check Register for checking account, Quicken reports, Expense/Income Summary and Asset Summary of Buckskin Heights Road Association as of December 31, 2016.

## **BHRA's Board of Directors Responsibility for the Financial Statements**

The Board is responsible for the preparation and fair presentation of these statements, and manage them to be free from material misstatement, whether due to fraud or error.

## **Auditor's Responsibility**

Our responsibility is to express an opinion on these statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we perform the audit to obtain reasonable assurance about whether the statements are free of material misstatement.

The procedures we have performed include, but are not limited to, 1) Reviewing invoices, receipts and deposits of the organization, 2) Reviewing the check register, bank statements, BHRA Property Owner Records 2015-Present.xlsx spreadsheet titled 2016 BHRA Dues, and Quicken registers, comparing the three for consistency, 3) Reviewing expenses for reasonableness as to their use. We cannot confirm that work was actually performed, but have no reason to suspect that it was not. 4) Confirmed all bank statements had notations that they had been reviewed and confirmed the beginning and ending cash balance in the checking and savings accounts match the Asset Summary report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a reasonable basis for our audit opinion.

## **Opinion**

In our opinion, the statements referred to previously present fairly, in all material respects, the financial position of Buckskin Heights Road Association as of December 31, 2016, and the results of its operations and its cash flows.

Both David Gaudio and Allan Heese are residents of Buckskin Heights Road Association and have performed this audit free of charge.



**Buckskin Heights Road Association**  
**Meeting Minutes for May 2017**  
Tuesday, May 2, 2017 at 7pm  
Stewart Residence, Otter Rd

**ATTENDANCE**

Present: Airn Hartwig, Allan Hesse, Paul Hesson, Kevin Stewart, Sue Weber  
Excused: John Niesel  
Visitors: Heather & Steven Ische

**MARCH MINUTES** were approved by email and have been posted on the BHRA website.

**CONVERSATION WITH THE ISCHES** – The situation in the neighborhood with respect to dogs is not an issue under the purview of the BHRA Board of Directors. Ische's will pay JR Campbell for an hour's worth of grading to improve Raccoon Rd near their property.

**ROAD REPORT:** Allan Hesse moved that we hire JR Campbell for up to 3 hours to grade Raccoon Rd and do some ditch work. The main action is to fix ruts and potholes. If he needs a little more time that is okay. The board will pay for this. We will look at his work and decide to move ahead with more work. Kevin Stewart seconded the motion. The motion was approved.

For the summer, there was consensus to use water to set recycled asphalt at the discretion of the VP. We recognized that water application would reduce the amount of recycled asphalt or dirt roadbase that could be purchased. We agreed that our target allocation of the approximate \$23,000 we have for road maintenance in 2017 would be \$13,000 for grading, \$10,000 for materials. Based on availability of materials and expense, we also agreed that the target for summer materials purchase would be approximately 2/3 recycled asphalt and 1/3 dirt roadbase.

**COMMUNITY WATER TANK:** Good progress made on the water tank. Next step is to get some actual language in front of the property owner; finalize plans and costs; get a vote on the amendment to the BHRA Bylaws; then if approved, go after donations for the project.

Respectfully submitted,  
Kevin Stewart & Sue Weber

## Buckskin Heights Road Association Treasurer's Report

Sue Weber – May 2, 2017

1. <b>Checking account balance</b> to date	=	\$21,035.54	
<b>Savings account balance</b> to date	=	\$5,001.39	
Pending Expenses	=	\$0.00	??? JR Campbell Grading 4/28/17
Pending Deposits	=	\$350.00	
<b>TOTAL</b>	=	<u>\$26,386.93</u>	

2. **2017 Dues to Date:** 56 of 67 properties (51 of 62 owners) are paid in full; 1 property owner partially paid; 1 property owner long-term delinquent.

Total Dues Income for 2017 to Date = \$20,230 of \$23,100 budgeted

3. **BHRA Budget Update May 1, 2015** is attached.

## Buckskin Heights Road Association Budget Update May 2, 2017

### EXPENSE/INCOME SUMMARY

### NOTES

A	B	C	D	E	F	G
Category	2016 Actual	2017 Approved Budget	2017 Actual To Date	2017 Budget Remaining (Budget- Actual)	2017 Projected Expenses & Income 5/1/17 to 12/31/17	2017 Projected Total Expense & Income
Bank Fees	\$6	\$10	\$0	\$10	\$10	\$10
Emergency Expenses	\$1,200	\$0	\$0	\$0	\$0	\$0
Gate Maintenance	\$374	\$150	\$4	\$146	\$146	\$150
Grader Operator	\$7,860	\$10,000	\$2,613	\$7,388	\$7,388	\$10,000
Grant Expense	\$9,915	\$0	\$0	\$0	\$0	\$0
Insurance	\$1,155	\$1,200	\$0	\$1,200	\$1,200	\$1,200
Legal/Financial	\$22	\$50	\$10	\$40	\$40	\$50
Mailings	\$82	\$100	\$39	\$61	\$61	\$100
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0
Road Base	\$15,647	\$15,000	\$0	\$15,000	\$15,000	\$15,000
Homeowner Road Base	\$2,095	\$0	\$0	\$0	\$0	\$0
Signs & Culverts	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$100	\$93	\$7	\$7	\$100
Other	\$0	\$0	\$0	\$0	\$0	\$0
<b>Expense Subtotal</b>	<b>\$38,356</b>	<b>\$26,610</b>	<b>\$2,758</b>	<b>\$23,852</b>	<b>\$23,852</b>	<b>\$26,610</b>
Dues & Late Fees	\$22,990	\$23,100	\$19,880	\$3,220	\$3,220	\$23,100
Emergency Income	\$1,735	\$0	\$0	\$0	\$0	\$0
Interest	\$2	\$2	\$1	\$2	\$2	\$2
Grant Income	\$9,915	\$0	\$0	\$0	\$0	\$0
Remote Control Sales	\$128	\$100	\$0	\$100	\$100	\$100
Homeowner Road Base	\$2,095	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0
<b>Income Subtotal</b>	<b>\$36,865</b>	<b>\$23,202</b>	<b>\$19,881</b>	<b>\$3,322</b>	<b>\$3,322</b>	<b>\$23,202</b>
<b>Cash Flow Balance</b>	<b>(\$1,491)</b>	<b>(\$3,408)</b>	<b>\$17,122</b>			<b>(\$3,408)</b>

**Budgeted Grader Operator Expense**

The actual proportion of the \$25,000 total budgeted for grader operator and road base will be determined by the Board in response to road and weather conditions, with input from the road advisory committee

**Budgeted Road Base Expense**

Previous practice: 2016=53 15 ton loads of recycled asphalt @\$335, 2015=64, 2013=56, 2012=51, 2011=33, 2010=43, 2009=55, 2008=52

**Budgeted Dues Income**

Assumes 66 of 67 properties pay \$350 annual dues

**Cash Flow Gain/Loss**

Our targeted cash flow gain/loss is \$0 each year. However, we can sustain a significant negative cash flow in 2017 because we carried over about \$4,000 in unspent 2016 grading/roadbase funds.

### ASSET SUMMARY

A	B	C	D	E	F	G
Category	2016 Actual Ending Balance	Budgeted 2017 Ending Balance	2017 Actual To Date Balance			2017 Projected Ending Balance
Checking Balance	\$3,914	\$506	\$21,036			\$506
Savings Balance	\$5,001	\$5,003	\$5,001			\$5,003
<b>Total Assets</b>	<b>\$8,915</b>	<b>\$5,509</b>	<b>\$26,037</b>			<b>\$5,509</b>

**Budgeted Checking Ending Balance...**

...for 2017 is the 2016 ending balance (\$3914) plus the net budgeted 2017 cash flow balance. The target should allow about \$50 for January mailings, plus \$300-500 margin of error.

**Buckskin Heights Road Association**  
**Meeting Minutes for July 2017**  
Monday, July 10, 2017  
Hesson Residence, Otter Rd.

**ATTENDANCE**

Present: Airn Hartwig, Allan Heese, Paul Hesson, John Niesel, Kevin Stewart, Sue Weber

Five community members were present: Bob Faris, David Gaudio, Jo Hesson, Mary Ann Long, Pam Robinson

**CALL TO ORDER**

The meeting was called to order at 6:40 pm.

**AGENDA** for this meeting:

1. Member Input
2. Treasurer's Report
3. Road Report
4. Fire Committee Report
5. Agenda for Annual Meeting

**MEMBER INPUT**

The community members in attendance offered their opinions on the condition of the roads, and on the results of the most recent grading and material drops. Positive and negative comments were noted. Members of the Board addressed the comments and questions that were presented. The results of the community survey influenced what road work was done and where it was done. Maintaining the roads is an ongoing project, and time will tell as to the effectiveness of new materials and methods.

**TREASURER'S REPORT**

Sue Weber reviewed the updated Treasure's Report. Less pending expenses, approximately \$14,000 remains to be budgeted for 2017 road maintenance.

In June, the Board voted via email to allow for a change in the type of checking account at Wells Fargo. The new account has a much lower minimum balance requirement to avoid a monthly service fee. The Board voted to authorize the change.

See attached for the July 10, 2017 Treasurer's Report.

**ROAD REPORT**

Airn Hartwig reported on the most recent grading and material drops, as well as the results of the box scraping of Woodchuck. It was noted that when there isn't much material to work with, the box scraper is limited in effectiveness.

The Board decided to appropriate the remaining funds in the following manner:

- 18 truck loads of material (14 recycled asphalt, 4 crushed concrete).
- Motor grade Otter Rd below the gate three more times this year, weather permitting.
- Have JR use the box scraper primarily on washboarded sections, for five hours per month, weather permitting.

### **FIRE COMMITTEE REPORT**

Allan Heese provided an update on the Community Water Tank. The results of the recent ballot were presented. See attached “Results of Bylaws Amendment Ballot Regarding the Construction of a Community Water Tank.”

The location of the water tank easement is adjacent to Otter Road, just inside the west electric gate, on the Huntsman property.

A motion was made to authorize the Board President and Treasurer to enter into an easement agreement with the property owner. The motion passed.

A motion was made to allow the establishment of a separate bank account for funds donated for the water tank. The wording of the motion was:

“I move that the Board approve the establishment of a second bank account at Wells Fargo for the purpose of receiving and disbursing funds for the construction of a community water cistern. The account will be controlled by the Buckskin Heights Road Association President and Treasurer.”

The motion passed.

### **AGENDA FOR ANNUAL MEETING**

The Board discussed a preliminary agenda for the annual meeting. The meeting will be held at the same location as last year: Father Don Willette's garage at the end of Raccoon Dr. Social hour will begin at 2:00. The annual meeting will begin at 3:00.

Paul motioned to adjourn the meeting at 8:25 pm. The motion passed.

Respectfully submitted,

John Niesel, Secretary

## Buckskin Heights Road Association Treasurer's Report

Sue Weber – July 10, 2017

1. <b>Checking account balance</b> to date	=	\$19,021.16	
Pending Expenses	=	-\$4,195.00	Foster Grading \$1,495?; Arthur Trucking \$2,700?
Pending Deposits	=	\$0.00	
Checking Available	=	\$14,826.16	
<b>Savings account balance</b> to date	=	\$5,001.64	
<b>TOTAL AVAILABLE</b>	=	\$19,827.80	

2. **2017 Dues to Date:** 64 of 67 properties (59 of 62 owners) are paid in full; 1 property owner long-term delinquent.

Total Dues Income for 2017 to Date = \$22,885 of \$23,100 budgeted

3. **2017 Completed Property Sales:**

- Croteau/Merlo property at 13735 Otter was sold to Susan J McNally & Jon A Miller on 3/1/17
- Geisick property at 8220 Raccoon Ct was sold to Joshua Embrey on 4/26/17

4. **2017 Potential/Pending Property Sales:**

- Lincoln property at 13408 Woodchuck is for sale
- Schuyler property at 8857 Otter Ct is for sale
- Hillier property at 13382 Otter is for sale under bankruptcy foreclosure

5. **BHRA Budget Update July 10, 2015** is attached.



## Buckskin Heights Road Association Budget Update July 10, 2017

### EXPENSE/INCOME SUMMARY

### NOTES

A	B	C	D	E	F	G
Category	2016 Actual	2017 Approved Budget	2017 Actual To Date	2017 Budget Remaining (Budget- Actual)	2017 Projected Expenses & Income 5/1/17 to 12/31/17	2017 Projected Total Expense & Income
Bank Fees	\$6	\$10	\$0	\$10	\$10	\$10
Emergency Expenses	\$1,200	\$0	\$0	\$0	\$0	\$0
Gate Maintenance	\$374	\$150	\$4	\$146	\$146	\$150
Grader Operator	\$7,860	\$10,000	\$5,088	\$4,913	\$4,913	\$10,000
Grant Expense	\$9,915	\$0	\$0	\$0	\$0	\$0
Insurance	\$1,155	\$1,200	\$0	\$1,200	\$1,200	\$1,200
Legal/Financial	\$22	\$50	\$10	\$40	\$40	\$50
Mailings	\$82	\$100	\$110	(\$10)	(\$10)	\$100
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0
Road Base	\$15,647	\$15,000	\$2,473	\$12,527	\$12,527	\$15,000
Homeowner Road Base	\$2,095	\$0	\$0	\$0	\$0	\$0
Signs & Culverts	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$100	\$93	\$7	\$7	\$100
Other	\$0	\$0	\$0	\$0	\$0	\$0
<b>Expense Subtotal</b>	<b>\$38,356</b>	<b>\$26,610</b>	<b>\$7,778</b>	<b>\$18,832</b>	<b>\$18,832</b>	<b>\$26,610</b>
Dues & Late Fees	\$22,990	\$23,100	\$22,885	\$215	\$215	\$23,100
Emergency Income	\$1,735	\$0	\$0	\$0	\$0	\$0
Interest	\$2	\$2	\$1	\$1	\$1	\$2
Grant Income	\$9,915	\$0	\$0	\$0	\$0	\$0
Remote Control Sales	\$128	\$100	\$0	\$100	\$100	\$100
Homeowner Road Base	\$2,095	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0
<b>Income Subtotal</b>	<b>\$36,865</b>	<b>\$23,202</b>	<b>\$22,886</b>	<b>\$316</b>	<b>\$316</b>	<b>\$23,202</b>
<b>Cash Flow Balance</b>	<b>(\$1,491)</b>	<b>(\$3,408)</b>	<b>\$15,108</b>			<b>(\$3,408)</b>

**Budgeted Grader Operator Expense**  
The actual proportion of the \$25,000 total budgeted for grader operator and road base will be determined by the Board in response to road and weather conditions, with input from the road advisory committee

**Budgeted Road Base Expense**  
Previous practice: 2016=53 15 ton loads of recycled asphalt @\$335, 2015=64, 2013=56, 2012=51, 2011=33, 2010=43, 2009=55, 2008=52

**Budgeted Dues Income**  
Assumes 66 of 67 properties pay \$350 annual dues

**Cash Flow Gain/Loss**  
Our targeted cash flow gain/loss is \$0 each year. However, we can sustain a significant negative cash flow in 2017 because we carried over about \$4,000 in unspent 2016 grading/roadbase funds.

**Budgeted Checking Ending Balance...**  
...for 2017 is the 2016 ending balance (\$3914) plus the net budgeted 2017 cash flow balance. The target should allow about \$50 for January mailings, plus \$300-500 margin of error.

### ASSET SUMMARY

A	B	C	D	E	F	G
Category	2016 Actual Ending Balance	Budgeted 2017 Ending Balance	2017 Actual To Date Balance			2017 Projected Ending Balance
Checking Balance	\$3,914	\$506	\$19,021			\$506
Savings Balance	\$5,001	\$5,003	\$5,002			\$5,004
<b>Total Assets</b>	<b>\$8,915</b>	<b>\$5,509</b>	<b>\$24,023</b>			<b>\$5,510</b>

Buckskin Heights Road Association  
**Results of *Bylaws* Amendment Ballot Regarding the  
Construction of a Community Water Tank**

The results of the June 2017 mail-in ballot regarding the water cistern for fire suppression were tabulated by the Association Secretary and two non-Board Association members on June 25, 2017. The results are as follows:

Total ballots received by June 25, 2017 from members entitled to vote: 38

Ballots neither in favor of nor opposed to amending the Bylaws of the BHRA (blanks): 1

Total votes cast, excluding blanks\*: 37

Votes necessary for amending the Bylaws (at least 2/3 of votes cast, excluding blanks\*): 25

Votes in favor of amending the Bylaws of the BHRA: 32 (86%)

Votes opposed to amending the Bylaws of the BHRA: 5 (14%)

The ballots in favor exceeded the two-thirds (2/3) majority vote of the membership in good standing participating in a mailing poll required by the *Bylaws*. Therefore, the following amendment is added to the *Bylaws* of Buckskin Heights Road Association:

**Article VIII**

**Miscellaneous**

*Section 7. Community Water Tank.* The Association shall be authorized to construct, operate and maintain a community water tank for fire suppression to promote the general welfare of the members of the Association. {Mailing Poll 6/25/17}

- a. Funding for the construction, operation, and maintenance of the project shall come entirely from private sources, not from Association funds.
- b. Liability insurance for the water tank will be included in the Association's policy at no additional cost to the Association.
- c. The Association is authorized to enter into an agreement or a suitable plot of land with a cost not to exceed one (1) dollar per annum. No additional costs are authorized.

\*Robert's Rules of Order ([www.rulesonline.com/rror-08.htm#48](http://www.rulesonline.com/rror-08.htm#48))

## **Buckskin Heights Road Association 2017 Annual Meeting Minutes**

Sunday, August 20, 2017 • 3pm

Fr Don Willette's Pole Barn, 13729 Raccoon Dr

### **ATTENDANCE**

Road Association Board Members: Paul Hesson, President; Airn Hartwig, Vice President; John Niesel, Secretary; Sue Weber, Treasurer; Allan Heese and Kevin Stewart, At Large

Road Association Members: 21 properties were represented.

### **CALL TO ORDER**

The meeting was called to order at 3:00 pm by President Paul Hesson.

Secretary John Niesel recorded property owners who were in attendance. At the beginning of the meeting, 19 properties were represented, exceeding the minimum of 10 properties necessary for a quorum.

Agenda for this meeting:

1. Call to Order; welcome; attendance; review agenda
2. Review of the Board-approved 2016 Annual Meeting Minutes
3. Treasurer's Report
4. Road Report
  - A. Work done to date
  - B. Future work to be done
5. Discussion of possible dues increase: The BHRA Board of Directors unanimously recommends a \$50 increase in annual dues to \$400/year, starting in 2018.
6. Fire Committee Report – Community Water Tank Project Update
7. Open floor for additional BHRA-related items
8. Nomination and election of BHRA board members
9. Set date for next year's meeting
10. Adjourn

### **REVIEW OF MINUTES**

The Association members were asked if there were any questions or concerns with the 2016 Annual Meeting Minutes. None were noted.

### **TREASURER'S REPORT:**

1. Treasurer Sue Weber reviewed the Treasurer's Report for FY2016 (attached). The report was audited by Association members David Gaudio and Allan Heese. A copy of the report was provided to all members in attendance.
2. Treasurer Weber reviewed the Annual Meeting Budget Update, dated August 20, 2017 (attached). Less pending expenses, approximately \$12,500 remains to be budgeted for 2017 road maintenance. 65 of 67 properties are current on their annual dues.
3. A motion was made to approve the Treasurer's report. The motion passed.

## **ROAD REPORT**

### **WORK DONE TO DATE:**

- Vice President Airn Hartwig reported on the most recent grading and material drops, including the effectiveness-to-date of the crushed concrete. This decision and others regarding 2017 road maintenance was guided by the results of the community survey from earlier in the year. Certain materials were used where they might best stand up to local road conditions.
- Vice President Hartwig shared how a conscious effort was made to complete more frequent gradings than in recent years. The road is seeing more traffic than in the past, and wash-boarding appears more quickly after grading. Culverts and other drainage areas have not been maintained, so some have clogged completely. The result has been water erosion on top of the roadway. Efforts have been made to re-open some of the culverts.

### **FUTURE WORK TO BE DONE:**

- Vice President Hartwig shared that the budget will allow for one more grading of Otter Road, and for approximately 18 tandem dump truck loads of material to be dropped (the trucking contractor does not want to use his drop-bottom semi-trucks due to the wear and tear experienced on Otter, as well as the difficulty in attempting to turn around his large trucks). Some of the material should be allocated for roads above the gate that have experienced serious erosion.
- Questions and concerns about the road, road materials, and future work were raised by members in attendance.
- Vice President Hartwig handed out and explained a chart that compared expenditures in 2016 to expenditures for YTD2017 (attached).

## **DISCUSSION OF POSSIBLE DUES INCREASE**

1. President Hesson presented the unanimous Board proposal to raise annual dues by \$50, effective for FY2018, which was sent to all members 30 days in advance of the annual meeting. Per the BHRA Bylaws, passage of a dues increase requires a 2/3 majority of property owners present at the annual meeting.
2. Resident John Appelman motioned for a change to the Bylaws that would require a mail-in ballot for any dues increase, and also requiring a 2/3 majority of those responding to pass. The motion was seconded.
  - A. Comments in favor of the amendment:
    - More property owners would have a say in a dues increase.
  - B. Comments not in favor of the amendment:
    - In the past it was impossible to pass an increase in road dues because of many property owners who did not reside on the mountain, and did not care how poor the condition of the road was.
  - C. A standing-count vote on the motion was 5 in favor, 11 opposed. The motion failed.
3. Resident Greg Nelson renewed the Board motion to increase annual dues by \$50 for FY2018 and all subsequent years. His motion was seconded.
  - A. Vice President Airn Hartwig proposed an amendment to the motion that would require the Board to grade lower Otter Road a minimum of four times annually, and grade interior roads a minimum of two times annually. A standing-count vote on the amendment was 5 in favor, 11 opposed. The amendment failed.

- B. A standing-count vote on the main motion to increase dues \$50 to \$400 annually was 13 in favor, 4 opposed. The main motion carried.
4. Property Owner Sena Hitt-Laustsen proposed that the Board should hold two of the bi-monthly meetings on a weekend to accommodate Association members who cannot attend the weeknight meetings. The Board was agreeable to the proposal.

**FIRE COMMITTEE REPORT:** Allan Heese provided an update on the Community Water Tank Project.

1. The location of the water tank easement is adjacent to Otter Road, just inside the west electric gate, on the Huntsman property. The BHRA Board President and Treasurer signed an easement agreement with the Huntsmans.
2. The Committee is currently researching the cost of 2,500 to 3,000 gallon tank. The purpose of the tank is to provide a water fill resource for first responders. Allan Heese reiterated that the tank will be funded with voluntary contributions. The next step is to determine the soil depth at the proposed location.

**OPEN FLOOR FOR ADDITIONAL BHRA-RELATED ITEMS:** No open items were presented.

#### **NOMINATION AND ELECTION OF BHRA BOARD MEMBERS**

1. Election was by paper ballot until each candidate received a majority of votes cast:
  - Paul Hesson was elected to the BHRA Board of Directors.
  - Darin Johnson was elected to the BHRA Board of Directors.
  - David Gaudio was elected to the BHRA Board of Directors.
2. The six-member BHRA Board of Directors for 2017-2018 will thus consist of David Gaudio, Airn Hartwig, Paul Hesson, Darin Johnson, Kevin Stewart and Sue Weber. The Board, as per the Bylaws, will meet within 30 days to elect officers from among their members.

**SET DATE FOR NEXT YEAR'S ANNUAL MEETING:** The 2018 BHRA Annual Meeting will be held on Sunday, August 19, 2018, at time and location to be determined.

#### **ADJOURN**

President Paul Hesson motioned to adjourn the meeting at 5:20 pm. The motion passed.

Respectfully submitted,

John Niesel, Secretary  
Buckskin Heights Road Association

## Buckskin Heights Road Association Annual Meeting Budget Update August 20, 2017

### EXPENSE/INCOME SUMMARY

### NOTES

A	B	C	D	E	F	G
Category	2016 Actual	2017 Approved Budget	2017 Actual* To Date	2017 Budget Remaining (Budget- Actual)	2017 Projected Expenses & Income 8/20/17 to 12/31/17	2017 Projected Total Expense & Income
Bank Fees	\$6	\$10	\$3	\$7	\$3	\$6
Emergency Expenses	\$1,200	\$0	\$300	(\$300)	\$0	\$300
Gate Maintenance	\$374	\$150	\$219	(\$69)	\$0	\$219
Grader Operator	\$7,860	\$10,000	\$6,818	\$3,183	\$3,000	\$9,818
Grant Expense	\$9,915	\$0	\$0	\$0	\$0	\$0
Insurance	\$1,155	\$1,200	\$0	\$1,200	\$1,200	\$1,200
Legal/Financial	\$22	\$50	\$10	\$40	\$40	\$50
Mailings	\$82	\$100	\$110	(\$10)	\$0	\$110
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0
Road Base	\$15,647	\$15,000	\$5,073	\$9,927	\$9,500	\$14,573
Homeowner Road Base	\$2,095	\$0	\$0	\$0	\$0	\$0
Signs & Culverts	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$100	\$93	\$7	\$0	\$93
Other	\$0	\$0	\$0	\$0	\$0	\$0
<b>Expense Subtotal</b>	<b>\$38,356</b>	<b>\$26,610</b>	<b>\$12,626</b>	<b>\$13,984</b>	<b>\$13,743</b>	<b>\$26,369</b>
Dues & Late Fees	\$22,990	\$23,100	\$22,885	\$215	\$215	\$23,100
Emergency Income	\$1,735	\$0	\$0	\$0	\$0	\$0
Interest	\$2	\$2	\$1	\$1	\$1	\$2
Grant Income	\$9,915	\$0	\$0	\$0	\$0	\$0
Remote Control Sales	\$128	\$100	\$0	\$100	\$100	\$100
Homeowner Road Base	\$2,095	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0
<b>Income Subtotal</b>	<b>\$36,865</b>	<b>\$23,202</b>	<b>\$22,886</b>	<b>\$316</b>	<b>\$316</b>	<b>\$23,202</b>
<b>Cash Flow Balance</b>	<b>(\$1,491)</b>	<b>(\$3,408)</b>	<b>\$10,260</b>			<b>(\$3,167)</b>

**Budgeted Grader Operator Expense**

The actual proportion of the \$25,000 total budgeted for grader operator and road base will be determined by the Board in response to road and weather conditions

**Budgeted Road Base Expense**

Previous practice: 2016=53 15 ton loads of recycled asphalt @\$335, 2015=64, 2013=56, 2012=51, 2011=33, 2010=43, 2009=55, 2008=52

**Budgeted Dues Income**

Assumes 66 of 67 properties pay \$350 annual dues

**Cash Flow Gain/Loss**

Our targeted cash flow gain/loss is \$0 each year. However, we can sustain a negative cash flow in 2017 because we carried over almost \$4,000 in unspent 2016 grading/roadbase funds.

### ASSET SUMMARY

A	B	C	D	E	F	G
Category	2016 Actual Ending Balance	Budgeted 2017 Ending Balance	2017 Actual To Date Balance			2017 Projected Ending Balance
Checking Balance	\$3,914	\$506	\$17,407			\$747
Savings Balance	\$5,001	\$5,003	\$5,002			\$5,004
<b>Total Assets</b>	<b>\$8,915</b>	<b>\$5,509</b>	<b>\$22,408</b>			<b>\$5,751</b>

**Budgeted Checking Ending Balance...**

...for 2017 is the 2016 ending balance (\$3,914) plus the net projected 2017 cash flow balance. The target (about \$700) should allow about \$50 for January mailings, plus \$150 margin of error and the \$500 newly required deposit to avoid bank fees.

\* Includes \$2,600 estimated for June  
2017 road base trucking expenditure

# Buckskin Heights Road Association Treasurer's Report for FY2016

With Approved 2017 Budget

January 10, 2017

## EXPENSE/INCOME SUMMARY

## NOTES

A	B	C	D	E	F
Category	2015 Actual	2016 Approved Budget	2016 Actual	2016 Difference (Actual- Budget)	2017 Approved Budget
Bank Fees	\$0	\$0	\$6	\$6	\$10
Emergency Expense	\$0	\$0	\$1,200	\$1,200	\$0
Gate Maintenance	\$402	\$150	\$374	\$224	\$150
Grader Operator	\$5,933	\$5,334	\$7,860	\$2,526	\$10,000
Grant Expense	\$2,475	\$0	\$9,915	\$9,915	\$0
Insurance	\$1,126	\$1,150	\$1,155	\$5	\$1,200
Legal/Financial	\$70	\$100	\$22	(\$78)	\$50
Mailings	\$185	\$200	\$82	(\$118)	\$100
Miscellaneous	\$0	\$0	\$0	\$0	\$0
Road Base	\$13,065	\$20,000	\$15,647	(\$4,353)	\$15,000
Homeowner Road Base	\$0	\$0	\$2,095	\$2,095	\$0
Signs & Culverts	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$50	\$0	(\$50)	\$100
Other	\$0	\$0	\$0	\$0	\$0
<b>Expense Subtotal</b>	<b>\$23,255</b>	<b>\$26,984</b>	<b>\$38,356</b>	<b>\$11,372</b>	<b>\$26,610</b>
Dues & Late Fees	\$24,925	\$22,750	\$22,990	\$240	\$23,100
Emergency Donations	\$0	\$0	\$1,735	\$1,735	\$0
Interest	\$2	\$1	\$2	\$1	\$2
Grant Income	\$2,475	\$0	\$9,915	\$9,915	\$0
Remote Control Sales	\$274	\$96	\$128	\$32	\$100
Homeowner Road Base	\$0	\$0	\$2,095	\$2,095	\$0
Other	\$0	\$0	\$0	\$0	\$0
<b>Income Subtotal</b>	<b>\$27,675</b>	<b>\$22,847</b>	<b>\$36,865</b>	<b>\$14,018</b>	<b>\$23,202</b>
<b>Cash Flow Balance</b>	<b>\$4,420</b>	<b>(\$4,137)</b>	<b>(\$1,491)</b>	<b>\$2,646</b>	<b>(\$3,408)</b>

### Budgeted Grader Operator Expenditure

The actual proportion of the \$25,000 total budgeted for grader operator and road base will be determined by the Board in response to road and weather conditions, with input from the road advisory committee

### Budgeted Road Base Expenditure

Previous practice: 2016=53 15 ton loads of recycled asphalt @\$335, 2015=64, 2013=56, 2012=51, 2011=33, 2010=43, 2009=55, 2008=52

### Budgeted Dues Income

Assumes 66 of 67 properties pay \$350 annual dues

## ASSET SUMMARY

A	B	C	D	E	F
Category	2015 Ending Balance	2016 Budgeted Ending Balance	2016 Actual Ending Balance	2016 Difference (Actual- Budget)	2017 Budget Ending Balance
Checking Balance	\$5,370	\$1,233	\$3,914	\$2,681	\$506
Savings Balance	\$5,036	\$5,037	\$5,001	(\$36)	\$5,003
<b>Total Assets</b>	<b>\$10,406</b>	<b>\$6,270</b>	<b>\$8,915</b>	<b>\$2,645</b>	<b>\$5,509</b>

### Budgeted Checking Ending Balance...

...for 2017 is the 2016 ending balance (\$3914) plus the net budgeted 2017 cash flow balance. The target should allow about \$50 for January mailings, plus \$300-500 margin of error.

Fiscal Year 2016 Data Respectfully Submitted for Audit by:

Suzanne Weber 1/11/17  
Suzanne Weber, Treasurer September 2016-Present Date

Paul Hesson 1/16/17  
Paul Hesson, Treasurer September 2015-16 Date

Fiscal Year 2016 Data Audited and Approved by:

David Gaudio 1/28/17  
David Gaudio, BHRA Resident Date

Allan Heese 1/28/17  
Allan Heese, BHRA Resident Date

## Summary of Road Expenditures 2016 and YTD 2017

Presented at Annual Meeting of the Buckskin Heights Road Association on August 20, 2017 by Airn Hartwig, Vice President

Month	Task	Cost	Total (YTD)
May 2016	Recycled Asphalt Purchase	4,033.27	4,033.27
May 2016	Arthur Trucking	4,675.00	8,708.27
May 2016	Foster Grading	2,730.00	11,438.27
May 2016	JR Grading	450.00	11,888.27
Aug 2016	Recycled Asphalt Purchase	3,538.93	15,427.20
Aug 2016	Arthur Trucking	3,400.00	18,827.20
Aug 2016	Foster Grading	3,120.00	21,947.20
Dec 2016	Foster Grading	1,040.00	22,987.20
Dec 2016	Andrew Michler (ditch clean up)	467.50	23,454.70
April 2017	Foster Grading	1,105.00	1,105.00
May 2017	JR Grading	825.00	1,930.00
May 2017	JR Grading	900.00	2,830.00
June 2017	Material (asphalt/concrete)	2,472.78	5302.78
June 2017	Foster Grading	1,430.00	6732.78
June 2017	Arthur Trucking	<b>Est- 2600.00</b>	9332.78
Aug 2017	JR Grading	600.00	9932.78
Aug 2017	Gate Repair (Bob Faris)	140.00	10,072.78



**Buckskin Heights Road Association**  
**Board of Directors Meeting Minutes**  
**Tuesday, September 12, 2017 • Hartwig Residence**

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**Attendance:**

Board Members: (2017-18) David Gaudio, Airn Hartwig, Paul Hesson, Darin Johnson, Sue Weber; (2016-17) Allan Heese, John Niesel

Community Members: Matt Hartwig, Glen Heeney & Ann Dean, Kathy Hingtgen, Mary Ann Long, Jerry & Sarah May, Jon Miller

**Agenda:** The agenda for the meeting was **approved** as revised to move the election of officers for 2017-18 to the end of the meeting.

**Minutes:** The Minutes for the Annual Meeting of August 20, 2017 were **approved** as distributed by email to Board members. They are posted on [www.buckskinheights.org](http://www.buckskinheights.org).

**Treasurer's Report:** Sue Weber presented the Treasurer's Report (attached). Paul Hesson moved that the report be approved as presented. The motion was seconded and **approved**.

**Water Tank Project/Fire Committee Report:** Allan Heese reported that an "Easement Deed for Ingress and Egress" was signed by Keith and Gayle Huntsman, owners of the property on the west side of the gate, on July 31, 2017 granting BHRA permission to site a 2,500-3,000 gallon water tank for community fire mitigation. A separate business checking account was set up to handle donations to this project; no BHRA dues monies are to be spent on this project, which is being coordinated by the Fire Committee. The next steps are to determine the optimal location for the tank, given the geology of the site.

**Road Report:**

Airn Hartwig summarized the mixed results of the survey conducted in February this year. She presented a plan to have another materials drop (18 loads from Kauffman, 4 of crushed concrete, 14 of recycled asphalt) with motorgrading by the end of September. JR Campbell is going to Florida to do hurricane recovery; he will not be available to grade this fall. The pros and cons of various options for maintaining the road were discussed by Board members and members of the community.

Airn did a min-survey of residents on Wolverine Ct, where there is at least one very bad stretch that needs attention. Darin Johnson and Matt Hartwig volunteered to work to physically break up one big rock on Wolverine before road base is applied and grading occurs.

Scott Lazarowicz has a skid steerer that we may be able to utilize for some work; Greg Nelson has purchased, and Darin Johnson will maintain/operate, a small bulldozer that may also be used.

**Gate Protection:** Airn Hartwig obtained some sturdy metal pipes that can be installed outside the gate to protect it from collision by careless drivers. (Bob Faris repaired the damaged/tilted inner electronic gate a few weeks ago.) Darin Johnson, Glen Heeney and Jerry May volunteered to install one of the pipes a few feet uphill from the inner gate post, which seems to be the most vulnerable.

**Dues:** The pros and cons of changing the *Bylaws* to allow absentee mail ballots to vote for future dues increases were discussed by Board members and members of the community. There was general agreement that it was desirable to encourage wider involvement of the membership while maintaining a fair balance between resident and non-resident property owner's interests. Paul Hesson volunteered to refine the ideas expressed and report back to the Board at a future meeting.

**Member Input:** Allan Heese volunteered to organize work with Jon Miller and Airn Hartwig to post "mile markers" at intervals up the road to aid in describing the location of culverts and where work needs to be done.

**Election of Officers:** The Board elected the following officers to serve in 2017-18 as required by the *Bylaws*:

President ..... Darin Johnson  
Vice President .... Airn Hartwig  
Secretary ..... Sue Weber  
Treasurer ..... David Gaudio  
At Large ..... Paul Hesson & Kevin Stewart

**Adjournment of Public Meeting:** The public part of the meeting was adjourned at 8:30pm.

**Executive Session:** The Board went into executive session at 8:35pm. Upon the recommendation of the Larimer County Sheriff's Office, the Board agreed to send out a special notice (attached) to all members of the Association reminding them of the requirements in the *Bylaws* to drive safely and adhere to the rules of road.

**Adjournment of Executive Session:** The executive session was adjourned at 9:05pm.

Respectfully submitted,

Suzanne Weber, Secretary

## Buckskin Heights Road Association Treasurer's Report

Sue Weber – September 12, 2017

1. <b>Checking account balance</b> to date	=	\$15,369.73
Pending Expenses	=	\$0.00
Pending Deposits	=	\$0.00
Checking Available	=	\$15,369.73
<b>Savings account balance</b> to date	=	\$5,001.64
<b>TOTAL AVAILABLE</b>	=	\$20,371.37

2. **2017 Dues to Date:** 66 of 67 properties (61 of 62 owners) are paid in full; 1 property owner long-term delinquent.

Total Dues Income for 2017 to Date = \$23,665 of \$23,100 budgeted (Hillier foreclosure paid overdue 2016 dues)

3. **Fire Mitigation checking account balance** to date = \$501.70

Includes \$600 in donations prior to planned solicitation.

4. **2017 Completed Property Sales:**

- Croteau/Merlo property at 13735 Otter was sold to Susan J McNally & Jon A Miller on 3/1/17
- Geisick property at 8220 Raccoon Ct was sold to Joshua Embrey on 4/26/17

5. **2017 Potential/Pending Property Sales:**

- Lincoln property at 13408 Woodchuck is for sale
- Schuyler property at 8857 Otter Ct is for sale
- Hillier property at 13382 Otter is for sale under bankruptcy foreclosure

6. **BHRA Budget Update September 12, 2015** is attached.

## Buckskin Heights Road Association Budget Update September 12, 2017

### EXPENSE/INCOME SUMMARY

### NOTES

A	B	C	D	E	F	G
Category	2016 Actual	2017 Approved Budget	2017 Actual To Date	2017 Budget Remaining (Budget- Actual)	2017 Projected Expenses & Income 9/12/17 to 12/31/17	2017 Projected Total Expense & Income
Bank Fees	\$6	\$10	\$3	\$7	\$3	\$6
Emergency Expenses	\$1,200	\$0	\$300	(\$300)	\$0	\$300
Gate Maintenance	\$374	\$150	\$260	(\$110)	\$0	\$260
Grader Operator	\$7,860	\$10,000	\$6,818	\$3,183	\$6,500	\$13,318
Grant Expense	\$9,915	\$0	\$0	\$0	\$0	\$0
Insurance	\$1,155	\$1,200	\$0	\$1,200	\$1,200	\$1,200
Legal/Financial	\$22	\$50	\$48	\$2	\$2	\$50
Mailings	\$82	\$100	\$110	(\$10)	\$0	\$110
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0
Road Base	\$15,647	\$15,000	\$4,610	\$10,390	\$5,532	\$10,142
Homeowner Road Base	\$2,095	\$0	\$0	\$0	\$0	\$0
Signs & Culverts	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$100	\$93	\$7	\$0	\$93
Other (Fire Mitigation)	\$0	\$0	\$60	(\$60)	(\$60)	\$0
<b>Expense Subtotal</b>	<b>\$38,356</b>	<b>\$26,610</b>	<b>\$12,302</b>	<b>\$14,308</b>	<b>\$13,177</b>	<b>\$25,478</b>
Dues & Late Fees	\$22,990	\$23,100	\$23,665	(\$565)	(\$565)	\$23,665
Emergency Income	\$1,735	\$0	\$0	\$0	\$0	\$0
Interest	\$2	\$2	\$1	\$1	\$1	\$2
Grant Income	\$9,915	\$0	\$0	\$0	\$0	\$0
Remote Control Sales	\$128	\$100	\$32	\$68	\$68	\$100
Homeowner Road Base	\$2,095	\$0	\$0	\$0	\$0	\$0
Other (Fire Mitigation)	\$0	\$0	\$60	(\$60)	(\$60)	\$0
<b>Income Subtotal</b>	<b>\$36,865</b>	<b>\$23,202</b>	<b>\$23,758</b>	<b>(\$556)</b>	<b>(\$556)</b>	<b>\$23,202</b>
<b>Cash Flow Balance</b>	<b>(\$1,491)</b>	<b>(\$3,408)</b>	<b>\$11,457</b>			<b>(\$2,276)</b>

**Budgeted Grader Operator Expense**

TO DO: One motorgrading w/RB below gate @ \$1500, 2 motorgradings below gate @ \$1000 = \$3500; 4 JR gradings @ \$750 = \$3000

**Budgeted Road Base Expense**

TO DO: 15 15T loads 6/17; plus 18 15T loads @ \$307/load = \$5532

Previous practice: 2016=53 15 ton loads of recycled asphalt @ \$335, 2015=64, 2013=56, 2012=51, 2011=33, 2010=43, 2009=55

**Budgeted Dues Income**

Assumes 66 of 67 properties pay \$350 annual dues

**Cash Flow Gain/Loss**

Our targeted cash flow gain/loss is \$0 each year. However, we can sustain a negative cash flow in 2017 because we carried over almost \$4,000 in unspent 2016 grading/roadbase funds.

### ASSET SUMMARY

A	B	C	D	E	F	G
Category	2016 Actual Ending Balance	Budgeted 2017 Ending Balance	2017 Actual To Date Balance			2017 Projected Ending Balance
Checking Balance	\$3,914	\$506	\$15,370			\$1,638
Savings Balance	\$5,001	\$5,003	\$5,002			\$5,003
<b>Total Assets</b>	<b>\$8,915</b>	<b>\$5,509</b>	<b>\$20,372</b>			<b>\$6,641</b>

**Budgeted Checking Ending Balance...**

...for 2017 is the 2016 ending balance (\$3,914) plus the net projected 2017 cash flow balance. The target (about \$700) should allow about \$50 for January mailings, plus \$150 margin of error and the \$500 minimum deposit to avoid bank fees.

## Special Notice to Members of the Buckskin Heights Road Association

September 18, 2017

The Board of Directors of the Buckskin Heights Road Association has contacted the Larimer County Sheriff's Office regarding recent repeated incidents of unsafe, reckless and careless driving on the roads in our community.

The Board is reminding everyone who drives on our roads to:

- Obey the speed limit of 20 MPH;
- Be courteous to other drivers;
- Not exhibit dangerous behavior to pedestrians or animals; and
- Avoid behavior than can be damaging to the road or personal property.

All members of the Buckskin Heights Road Association must adhere to the *Bylaws* of the Association, which include the following:

### Article VIII, Section 6. Rules of the Road (Annual Meeting 8/18/2013)

- a. The rules of the road shall apply to all persons residing at, or visiting, a member's property:
  - i. Vehicles ascending grades of six percent or more shall have the right-of-way.
  - ii. The speed limit on all roads is 20 mph. The speed limit shall apply to all motorized vehicles, including ATVs, motorcycles, and snowmobiles.
- b. Violations of the Rules of the Road.
  - i. Reckless or careless driving that endangers persons or property shall be reported to the Larimer County Sheriff's Office.
  - ii. Documented violations of the rules of the road may result in the suspension of road usage privileges on the platted roads within the sub-division. Violation of a Board-authorized suspension of road usage may result in civil or criminal action.

At the urging of the Larimer County Sheriff's Office, the Board encourages residents to report any incidents of reckless/careless driving to the LCSO's Traffic Enforcement Unit for unincorporated Larimer County. Our contact at the Unit is Deputy Martin; he can be reached via voicemail at 970-498-5357. Leave a message with the details requested, and he will log the incident and return your call.

Thank you for your attention to this important safety concern.

**Buckskin Heights Road Association**  
Board of Directors Working/Executive Session Meeting Minutes  
Tuesday, October 24, 2017 • 7pm • Weber Residence

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**Attendance:** Board Members David Gaudio, Airn Hartwig, Paul Hesson, Darin Johnson, Sue Weber

**Email Confirmations:** The Minutes for the Meeting of September 12, 2017 were **confirmed** as previously approved by Board member email. The letter to the membership on October 3, 2017 about the gate code change and new signage on the damaged gate was **confirmed** as previously approved by Board member email. Both are posted on [www.buckskinheights.org](http://www.buckskinheights.org).

**Secretary's Report:** Sue Weber reported that she had gone through all the old BHRA secretary's records back to 1972 and organized them into 2 boxes of labeled records.

**Treasurer's Report:** David Gaudio presented the Treasurer's Report (attached). We will have about \$9,000 left for grading/materials this year. Paul Hesson moved that the report be approved as presented. The motion was seconded and **approved**.

**Water Tank Project/Fire Committee Report:** Paul Hesson reported that the Fire Committee is ready to send out an appeal for donations to fund the community water tank to be constructed on the Huntsman property near the gate (see attached letter). If \$4,000 is collected by June 1, 2018, a resident has offered to match this with up to \$3,000. Darin Johnson pointed out that a mitigation event is needed, taking advantage of the chipper we now have available.

**Gate Report:** Darin Johnson has contacted Bob Faris to repair the gate.

**Road Report:** Airn Hartwig summarized the circumstances that led to 7 loads of crushed concrete from Barker – instead of the planned 14 loads of recycled asphalt and 4 loads of crushed concrete from Kauffman – being spread on October 17-18, 2017. However, the two full days of grading by Foster Grading immediately following a snowstorm – with 3 loads of crushed concrete added to Wolverine Ct and a complete grading of upper Otter – has left the roads in relatively good shape, despite the reduced quantity of new material added.

The new **approved** plan is to use the approximately \$9,000 remaining in the grading/road base budget as follows:

1. Motorgrade the road once this winter when weather permits, sometime in Dec17-Feb18.
2. Have Foster assess the road sometime this winter, with Hartwig arranging that Johnson, Hesson, Weber and others interested be present to hear recommendations for a major restructuring of the road, to include perhaps a full week or more of work on drainage, culverts, grading and materials.

3. Use the carry-over remaining from the approximately \$9,00 carryover to begin to implement this major restructuring of the road in Mar-Apr18.
4. Paul Hesson moved that 2 loads of recycled asphalt be placed at either end of the S-curve on upper Otter to reduce the possible danger of winter icing as soon as practicable; Hesson will pay for one load. The motion was **approved**, with Gaudio, Hesson, Johnson, and Weber voting yes, Hartwig abstaining.
5. The Board agreed that no additional crushed concrete would be placed over recycled asphalt until we had a chance to see how it performed in terms of snow/ice melt, adhesion/erosion and eventual surface quality by next spring.
6. Hartwig will inform the membership of this new plan via *BigTent*.

**Possible *Bylaws* Amendment:** Paul Hesson and Sue Weber briefly presented drafts of three possible ways to amend the *Bylaws* to allow everyone to vote on every dues change (see attachment). There was general agreement that option #3 was the best solution. Weber will inform the membership about this option on *BigTent*, and invite comments and participation in a planned discussion at the next open board meeting, probably in early January.

**Complaint Resolution:** A complaint was received by email from a property owner regarding a dispute between the property owner and a neighbor who is a current member of the Board of Directors. Darin Johnson will inform the property owner that the BHRA *Bylaws* contain the procedure for removing a member from the Board of Directors.

**Adjournment:** The working/executive session was adjourned at 8:30pm.

Respectfully submitted,

Suzanne Weber, Secretary

## Buckskin Heights Road Association Budget Update October 24, 2017

### EXPENSE/INCOME SUMMARY

### NOTES

A	B	C	D			E	F	G
Category	2016 Actual	2017 Approved Budget	2017 Actual To Date	Owed Not Paid	2017 Expenses Incurred	2017 Budget Remaining (Budget- Actual)	2017 Projected Expenses & Income 10/24/17 to 12/31/17	2017 Projected Total Expense & Income
Bank Fees	\$6	\$10	\$3		\$3	\$7	\$3	\$6
Emergency Expenses	\$1,200	\$0	\$300		\$300	(\$300)	\$0	\$300
Gate Maintenance	\$374	\$150	\$260		\$260	(\$110)	\$200	\$460
Grader Operator	\$7,860	\$10,000	\$6,818	\$2,210	\$9,028	\$973	\$0	\$6,818
Grant Expense	\$9,915	\$0	\$0		\$0	\$0	\$0	\$0
Insurance	\$1,155	\$1,200	\$1,311		\$1,311	(\$111)	\$0	\$1,311
Legal/Financial	\$22	\$50	\$48		\$48	\$2	\$0	\$48
Mailings	\$82	\$100	\$139		\$139	(\$39)	\$0	\$139
Miscellaneous	\$0	\$0	\$0		\$0	\$0	\$0	\$0
Road Base	\$15,647	\$15,000	\$4,510	\$2,300	\$6,810	\$8,190	\$0	\$4,510
Homeowner Road Base	\$2,095	\$0	\$0		\$0	\$0	\$0	\$0
Signs & Culverts	\$0	\$0	\$0		\$0	\$0	\$0	\$0
Supplies	\$0	\$100	\$234		\$234	(\$134)	\$0	\$234
Other (Fire Mitigation)	\$0	\$0	\$60		\$60	(\$60)	\$0	\$60
<b>Expense Subtotal</b>	<b>\$38,356</b>	<b>\$26,610</b>	<b>\$13,683</b>	<b>\$4,510</b>	<b>\$18,193</b>	<b>\$8,417</b>	<b>\$203</b>	<b>\$13,886</b>
Dues & Late Fees	\$22,990	\$23,100	\$23,665		\$23,665	(\$565)	\$0	\$23,665
Emergency Income	\$1,735	\$0	\$0		\$0	\$0	\$0	\$0
Interest	\$2	\$2	\$1		\$1	\$1	\$0	\$1
Grant Income	\$9,915	\$0	\$0		\$0	\$0	\$0	\$0
Remote Control Sales	\$128	\$100	\$32		\$32	\$68	\$0	\$32
Homeowner Road Base	\$2,095	\$0	\$0		\$0	\$0	\$0	\$0
Other (Fire Mitigation)	\$0	\$0	\$60		\$60	(\$60)	\$0	\$60
<b>Income Subtotal</b>	<b>\$36,865</b>	<b>\$23,202</b>	<b>\$23,758</b>	<b>\$0</b>	<b>\$23,758</b>	<b>(\$556)</b>	<b>\$0</b>	<b>\$23,758</b>
<b>Cash Flow Balance</b>	<b>(\$1,491)</b>	<b>(\$3,408)</b>	<b>\$10,076</b>	<b>(\$4,510)</b>	<b>\$5,566</b>			<b>\$9,873</b>

Owed Not Paid is 2 day grading, \$100 owed last Trucking, Recent material loads above gate and trucking.

**Budgeted Grader Operator Expense**  
TO DO: One motorgrading w/RB below gate @ \$1500, 2 motorgradings below gate @ \$1000 = \$3500; 4 JR gradings @ \$750 = \$3000

**Budgeted Road Base Expense**  
TO DO: 15 15T loads 6/17; plus 18 15T loads @ \$307/load = \$5532  
Previous practice: 2016=53 15 ton loads of recycled asphalt @ \$335, 2015=64, 2013=56, 2012=51, 2011=33, 2010=43, 2009=55

**Budgeted Dues Income**  
Assumes 66 of 67 properties pay \$350 annual dues

**Cash Flow Gain/Loss**  
Our targeted cash flow gain/loss is \$0 each year. However, we can sustain a negative cash flow in 2017 because we carried over almost \$4,000 in unspent 2016 grading/roadbase funds.

### ASSET SUMMARY

A	B	C	D			E	F	G
Category	2016 Actual Ending Balance	Budgeted 2017 Ending Balance	2017 Actual To Date Balance					2017 Projected Ending Balance
Checking Balance	\$3,914	\$506	\$13,989					\$13,787
Savings Balance	\$5,001	\$5,003	\$5,002					\$5,002
<b>Total Assets</b>	<b>\$8,915</b>	<b>\$5,509</b>	<b>\$18,991</b>					<b>\$18,789</b>

**Budgeted Checking Ending Balance...**  
...for 2017 is the 2016 ending balance (\$3,914) plus the net projected 2017 cash flow balance. The target (about \$700) should allow about \$50 for January mailings, plus \$150 margin of error and the \$500 minimum deposit to avoid bank fees.



# DONATIONS NEEDED FOR COMMUNITY FIRE MITIGATION WATER TANK!

The terrible fires across the West this year remind us how vulnerable our community is. In response to the ongoing challenge of wildfire, our local Fire Committee has organized a project to begin construction of a community water storage tank near the gate for fire suppression.

The water tank project will help first responders to efficiently suppress any small fire that starts in our neighborhood. It has the enthusiastic support of the Loveland Rural Fire Department. And by an 86% vote of the Buckskin Heights Road Association (BHRA) membership, an amendment to the *Bylaws* was approved to authorize the project ([buckskinheights.org/documents](http://buckskinheights.org/documents)).

**The cost to construct the water storage tank (and to make this mailing) must be financed entirely by voluntary contributions from the community.** The cost of the project is estimated to be about \$6,000 to \$7,000, which includes about \$2,000 for site preparation, \$4,000 for the storage tank, and possibly about \$1,000 in unanticipated costs. We expect no significant recurring expenses after installation.

We anticipate that less than \$200 per resident membership will be required to fund the project. Some neighbors will be able to give more, and others less/none. We understand that gathering the money may take time, so the sooner we receive donations or pledges, the better!

**We hope you will make a donation to begin work on this project. Please:**

- **Send a check made out to Buckskin Heights Road Association (Memo: Fire Mitigation), PO Box 352, Masonville, CO; or**
- **Return the pledge form below; or**
- **Email your pledge to [bhra80541@gmail.com](mailto:bhra80541@gmail.com).**

The Fire Committee will keep the community posted – via *BigTent* and the BHRA website at [buckskinheight.org](http://buckskinheight.org) – as donations and pledges come in. We already have a beginning donated balance of \$500. Should donations exceed the eventual cost of the project – what a delightful “problem” that would be! – excess funds will be transferred to the BHRA operating fund.

**Thank you for your contribution**, however big or small, to a project that benefits everyone in our community!



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## Buckskin Heights Community Water Tank/Fire Mitigation Pledge Card

I/We pledge the following contribution to the Water Tank/Fire Mitigation Project. I/We understand that any excess contributions will be transferred to the BHRA operating fund. Send to BHRA, PO Box 352, Masonville CO 80541. Thank you!

One-time Donation: \$ \_\_\_\_\_ When: \_\_\_\_\_

**OR**

Multiple Installments: # Payments \_\_\_\_\_ of Amount \$ \_\_\_\_\_ When: \_\_\_\_\_

Signed \_\_\_\_\_

Address/Lot # \_\_\_\_\_ Date \_\_\_\_\_

**Option #1: SOME REQUEST AN ABSENTEE BALLOT**  
ARTICLE V

*Section 1. Dues.*

- a. Annual dues are payable by April 1<sup>st</sup> of each year. {Change approved 8/11/79}
- ~~b. Increases or decreases to dues shall be by two-thirds (2/3) majority of those memberships in good standing voting at an annual meeting or special meeting called for the purpose of changing dues.~~
- b. When the Board by a simple majority, or a written request from five (5) memberships in good standing, recommends a vote to change the annual dues at the scheduled annual meeting or a special meeting called for that purpose, the Board shall: {Change approved by Mailing Poll (date)}
  - i. Provide written notification to the membership in good standing of the proposed dues change vote at least forty-five (45) days before the date of the annual or special meeting; provide a justification for the change; and provide the membership an opportunity to request a self-addressed, postage-paid, uniquely-identified\* absentee ballot not less than twenty (20) days prior to the date of the meeting, either by phone/email to the Secretary of the Association or by mail to the Association.
  - ii. Absentee ballots must be received at least 24 hours prior to the start of the annual meeting, either by delivery to the Association's United States Postal Service mailing address or delivered in person to the Secretary or President of the Association.
  - iii. Valid absentee ballots will be counted with the in-person votes at the meeting. If a simple majority (more than half) of all the ballots are cast in the affirmative, the change in dues shall be approved.

**Option #2: SEND A MULTIPURPOSE BALLOT TO ALL**  
ARTICLE V

*Section 1. Dues.*

- a. Annual dues are payable by April 1<sup>st</sup> of each year. {Change approved 8/11/79}
- ~~b. Increases or decreases to dues shall be by two-thirds (2/3) majority of those memberships in good standing voting at an annual meeting or special meeting called for the purpose of changing dues.~~
- b. When the Board by a simple majority, or a written request from five (5) memberships in good standing, recommends a vote to change the annual dues at the scheduled annual meeting or a special meeting called for that purpose, the Board shall: {Change approved by Mailing Poll (date)}
  - i. Provide written notification to the memberships in good standing of the proposed dues change vote at least thirty (30) days before the date of the annual/special meeting in accordance with Article VI, Sections 1 and 2; provide a justification for the change; and provide each membership with a self-addressed, uniquely-identified\* ballot.
  - ii. To vote, each membership shall: (1) affix appropriate postage on the ballot and send it to the Association's United States Postal Service mailing address such that it arrives at least 24 hours prior to the annual/special meeting; or (2) deliver the ballot in person to the Secretary or the President of the Association prior to the annual/special meeting; or (3) use the ballot to vote in person at the annual/special meeting. If a ballot is lost, the Secretary may issue a replacement in person at the annual/special meeting.
  - iii. Valid absentee ballots will be counted with the in-person votes at the meeting. If a simple majority (more than half) of all the ballots are cast in the affirmative, the change in dues shall be approved.

**Option #3: ALWAYS CONDUCT A MAIL POLL OF ALL**  
ARTICLE V

*Section 1. Dues.*

- a. Annual dues are payable by April 1<sup>st</sup> of each year. {Change approved 8/11/79}
- ~~b. Increases or decreases to dues shall be by two-thirds (2/3) majority of those memberships in good standing voting at an annual meeting or special meeting called for the purpose of changing dues.~~
- b. When a simple majority of the memberships in good standing present at an annual meeting, or special meeting called to consider a change in dues, recommends a vote to change the annual dues, the Board shall: {Change approved by Mailing Poll (date)}
  - i. Conduct a mailing poll within thirty (30) days by providing to each membership in good standing: (1) a description and justification for the change in dues; and (2) a self-addressed, postage-paid, uniquely-identified\* ballot.
  - ii. Ballots must be returned to the Association's United States Postal Service mailing address within thirty (30) days of the initial mailing date to be counted.
  - iii. If a simple majority (more than half) of all the valid mail ballots received by the deadline are cast in the affirmative, the change in dues shall be approved.

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\*NOTE: *Robert's Rules*, Article VIII(46) Voting: "Voting by mail cannot be a secret ballot, as it is necessary for the tellers to know by whom each vote is cast."